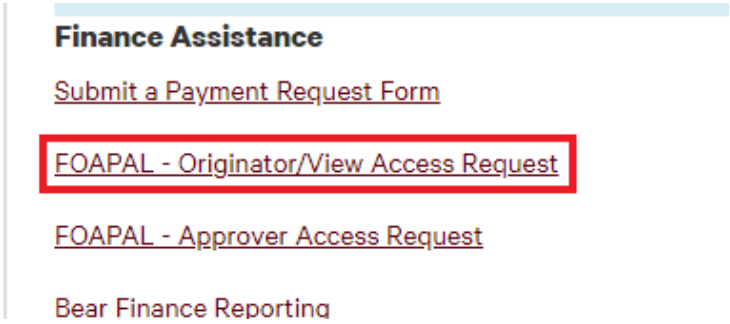
Missouri State

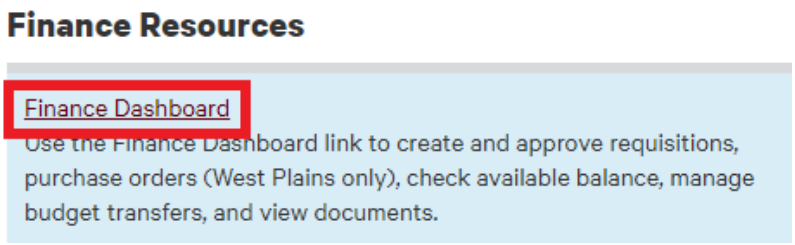
Self-Service Banner - My Requisitions User Guide

Part I - Gaining Access

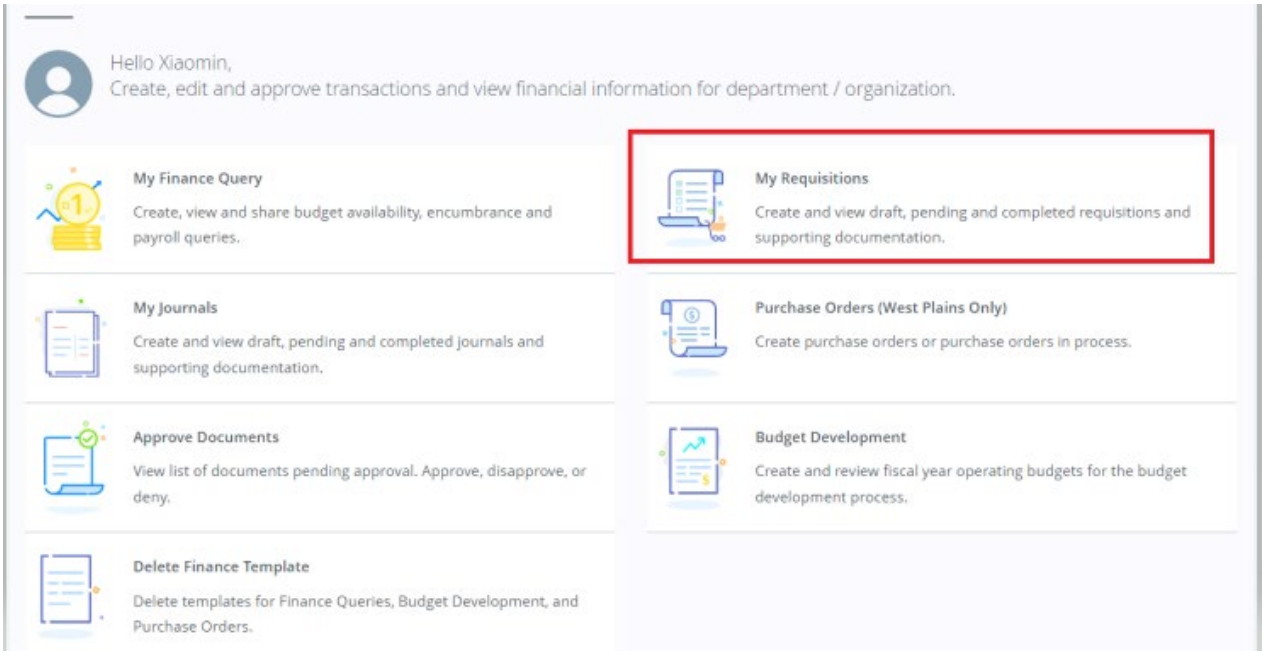
1. Make sure you have **authorized Fund/Organization Originator access** in Banner. Obtain access by completing and submitting a FOAPAL - Originator/View Access Request under Work Resources tab of My.MissouriState.edu in the **Finance Assistance** section. You must have Originator access on a Fund/Organization before you can create requisition. What does Approver, Originator or View Access mean?



2. Access Self-Service Banner **My Requisitions** Options.
   From the Work Resources tab of My.MissouriState.edu, click on **Finance Dashboard** to start.



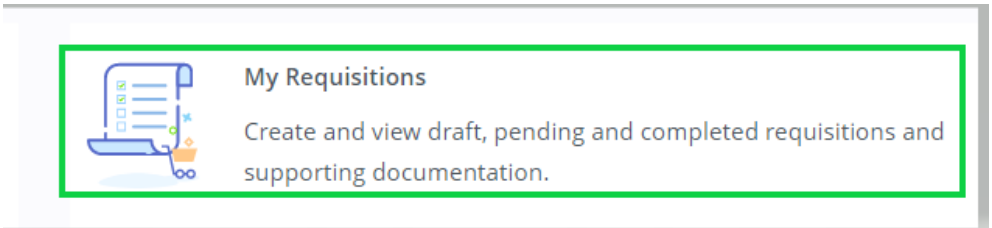
Once you click **Finance Dashboard** you should see the below menu items appear.



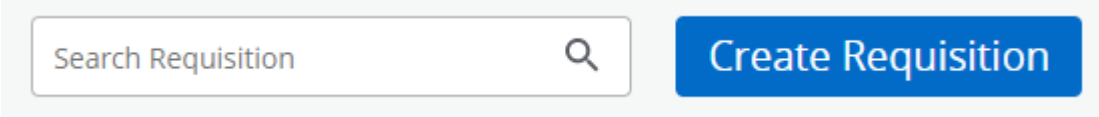
Part II - Creating a Requisition

Prepare to provide all information required by Procurement Services to complete your request for purchase.

1. From **My Finance Dashboard** click on **My Requisition** to start.



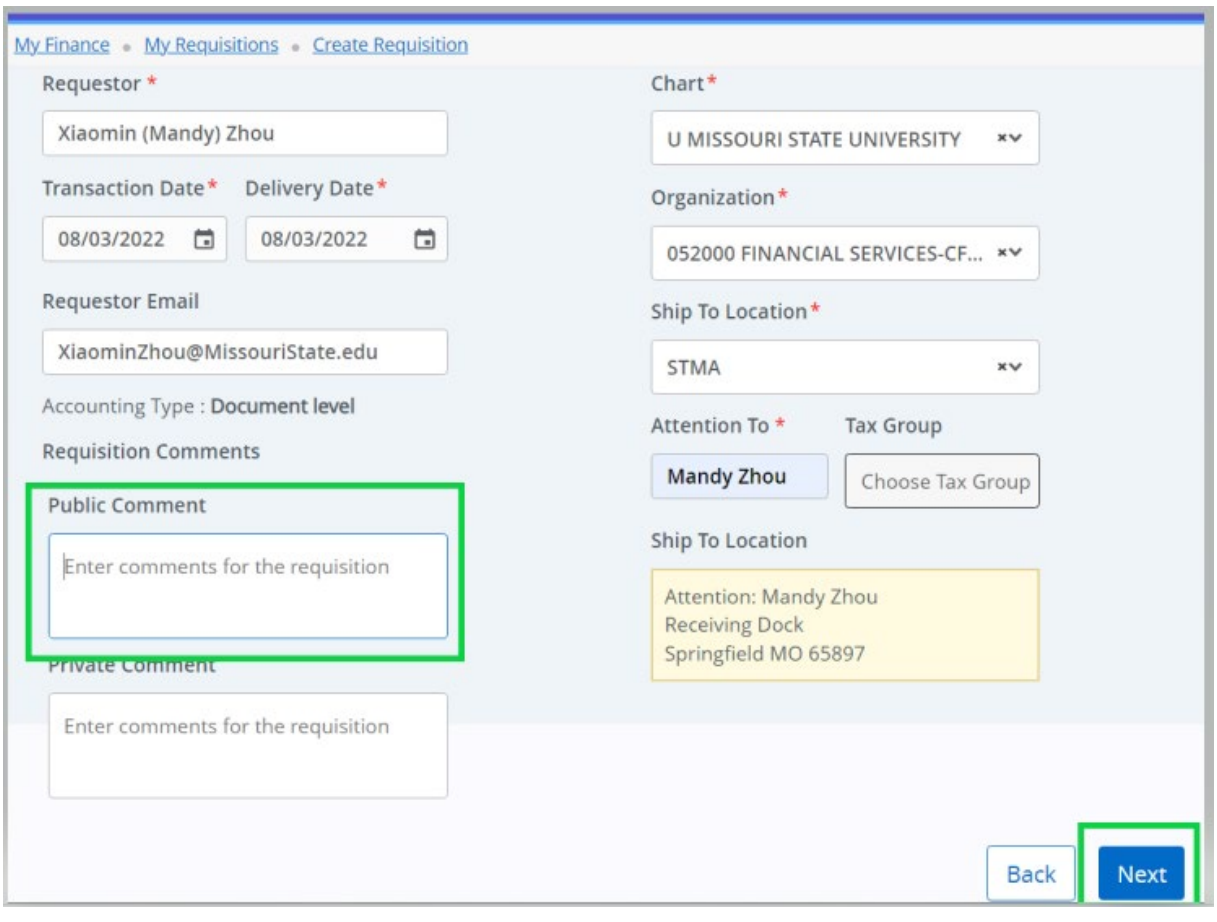
2. On the **My Requisitions** page, click **Create Requisition**.



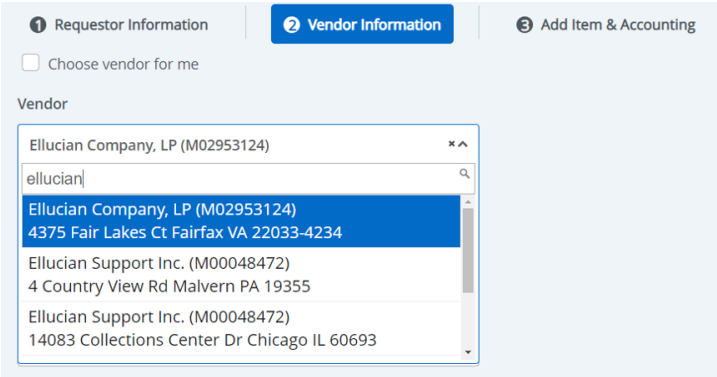
3. On the **Requestor Information** page, fill out required information. All items with a red asterisk * are required fields (with exception of **Tax Group)**.

   Public Comment: Please always use **Public Comment** under **Requester Information's tab** for requisition's document text and such text will transferred over to Purchase Order. Please **DO NOT COPY AND PASTE!** This causes formatting issues on the PO. Provide a brief description of the services or items to be purchased.

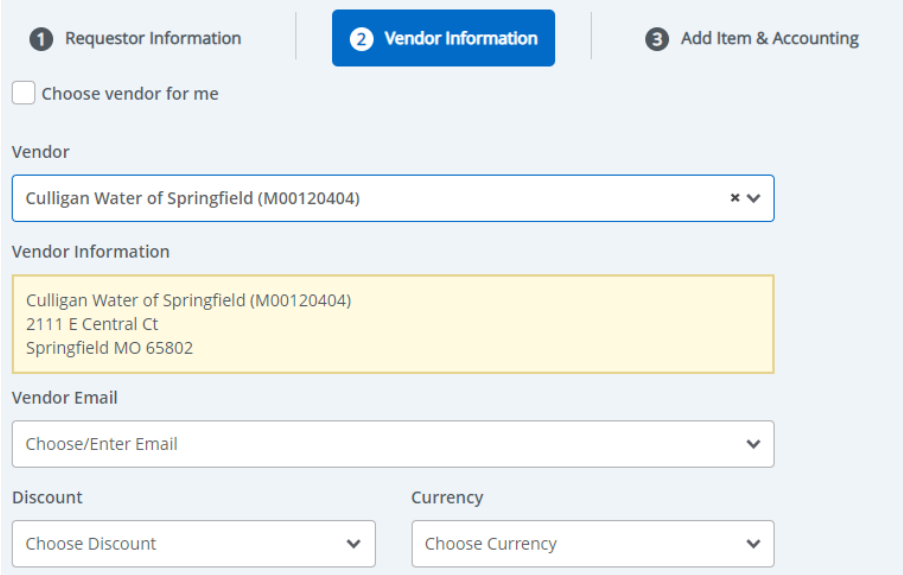
   DO NOT use **Private Comment** if you wish the **TEXT** to print on PO. Click **Next** to continue to the next page.



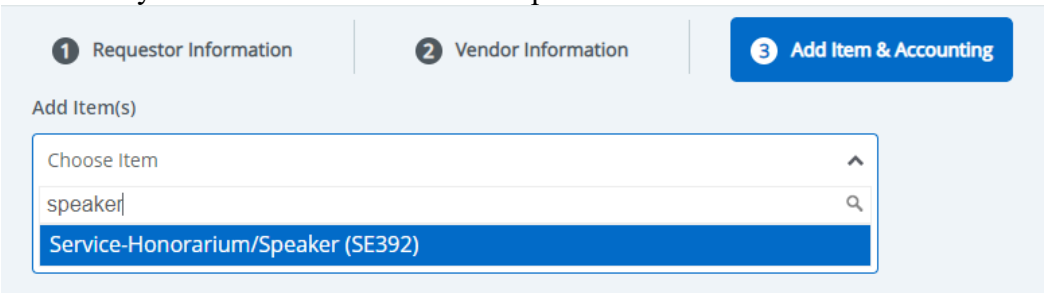
4. On the **Vendor Information** page, select the vendor for the requisition. By default, the **Choose vendor for me** check box is selected. When selected, the procurement office will choose a vendor for you when the requisition is turned into PO. Clear the check box if you want to select your own vendor. If vendor does not exist, contact Procurement Office at ProcurementServices@MissouriState.edu to have the vendor setup. **DO NOT** select a **Discount Amount**. Click **Next** to continue to the next page.

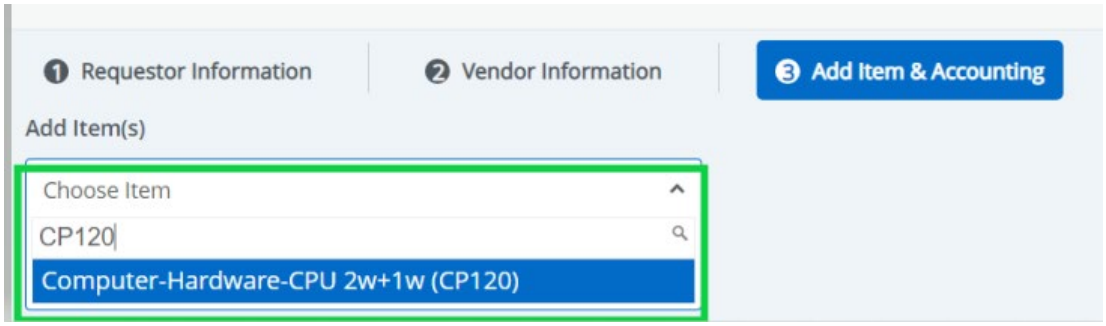


A vendor email address can be added by typing in the email address under Vendor Email. **DO NOT select a Discount or Currency.**



5. On the **Add Item & Accounting** page, add an item using the **Add Item(s)** field. If you type in the search line (by type or commodity code), the commodity code should appear, and you can select it. You may also choose one from the dropdown list.



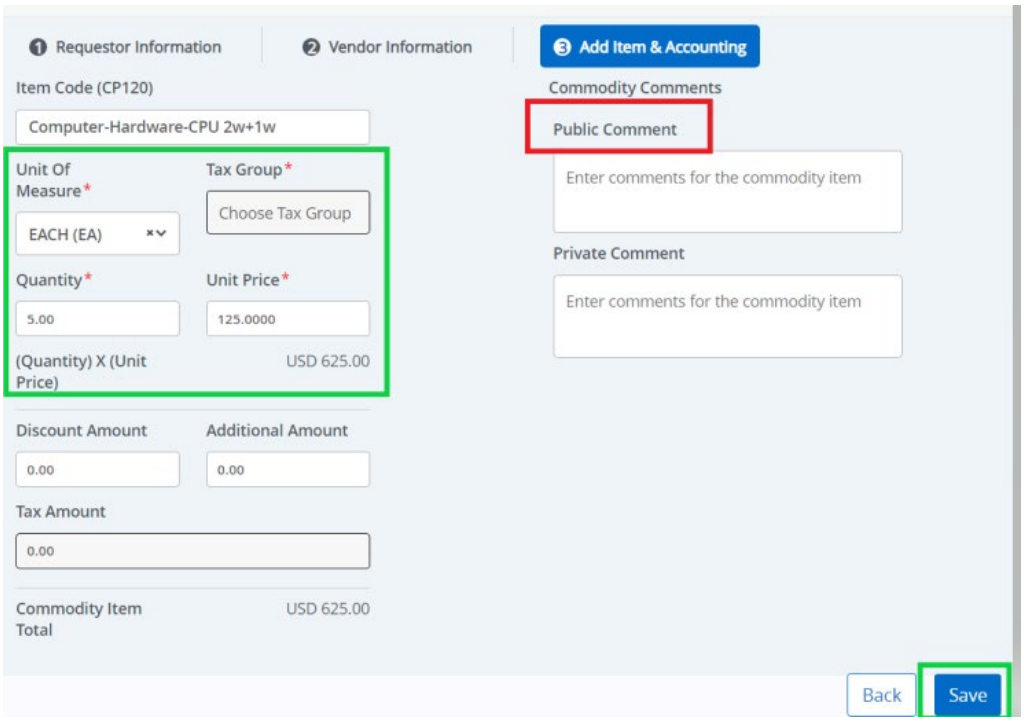


After an item is selected, the page updates with required fields for the selected item. Choose the unit of measure, quantity and unit price for selected item. Leave **Tax Group, Discount Amount and Additional Amount** blank as these are not used.

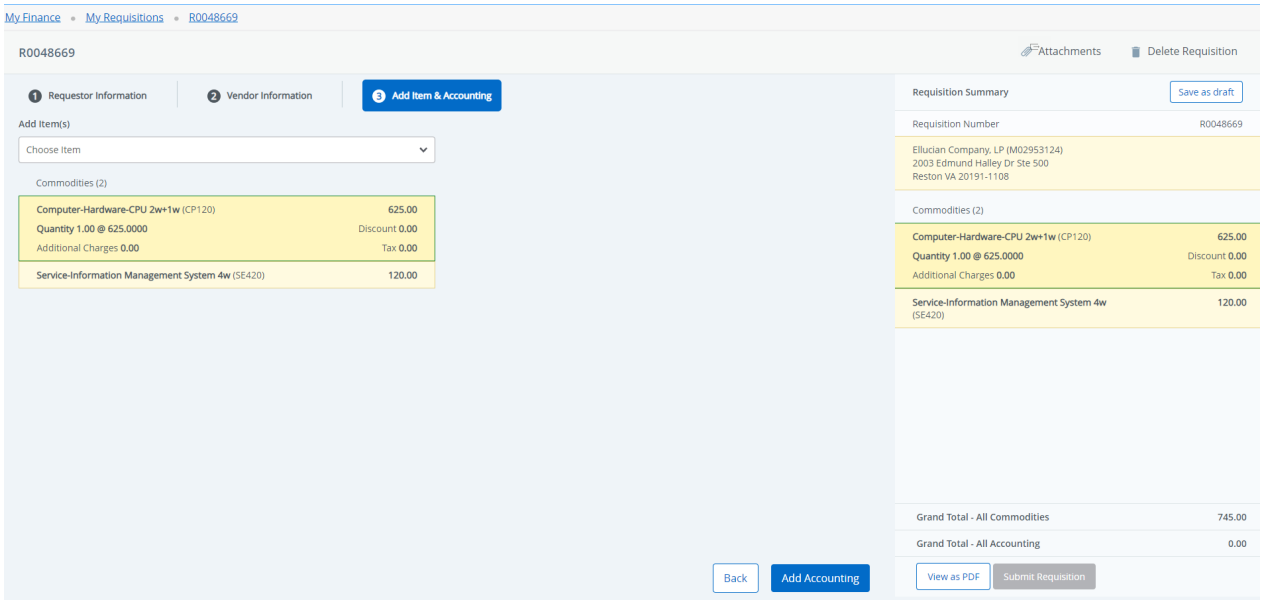
Public Comment: Please always use Public Comment under Requester Information's tab for requisition's document text and such text will transferred over to Purchase Order. Please DO NOT use Private Comment if you wish the TEXT to print on PO.

Click **Save** to continue. The page refreshes with the item(s) you just added. You can click any item in the list to view its details or make change. Click **Save** to continue.

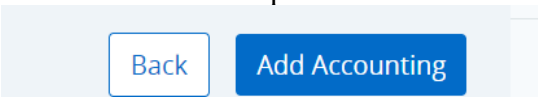
Repeat step 5 as necessary to add additional items (lines) to the requisition.



A green message with your requisition number should appear at this point assigning the requisition number.

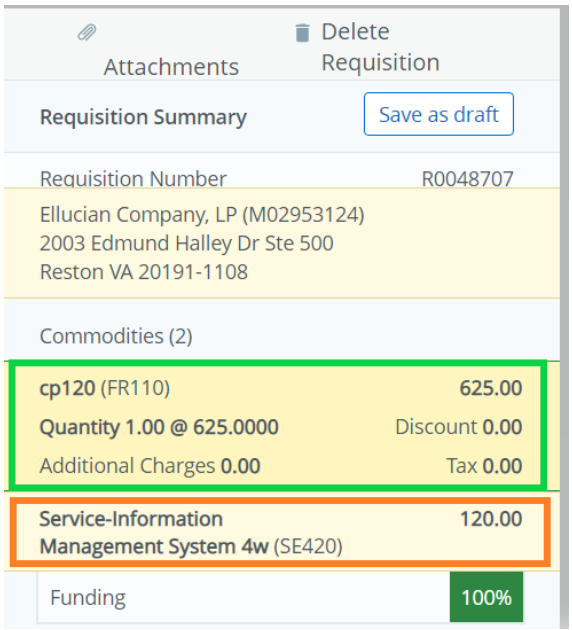


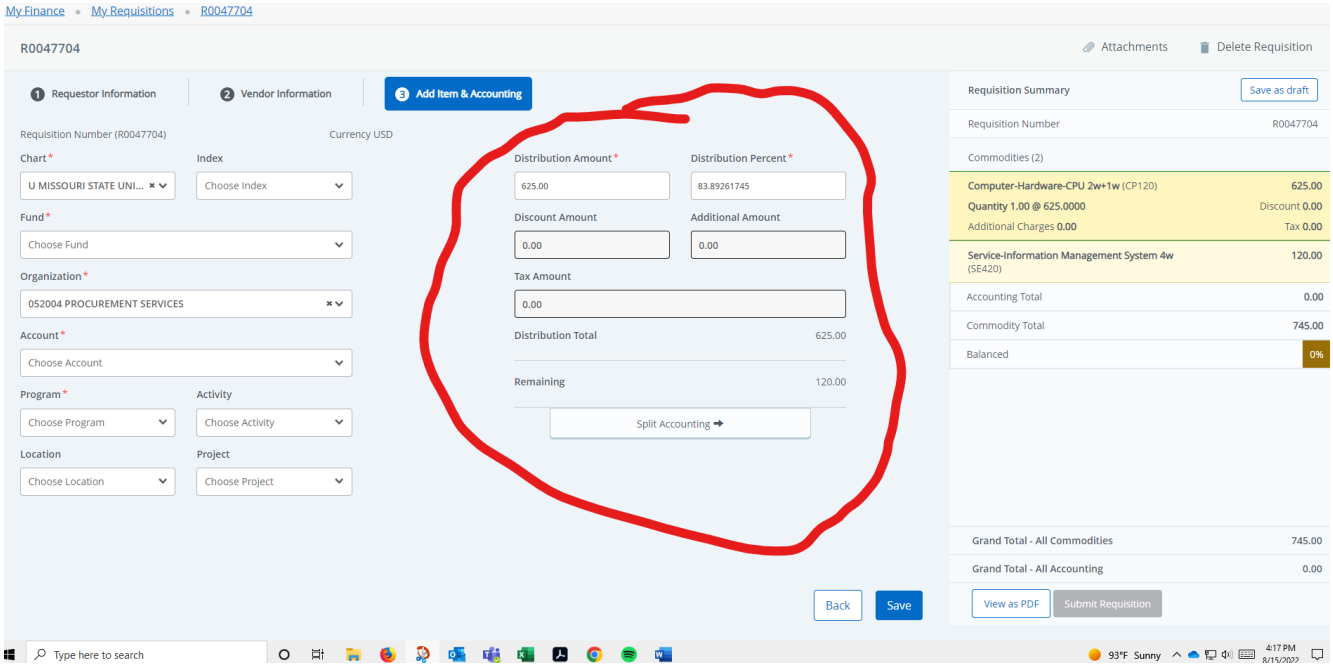
6. Click **Add Accounting** to continue to charge the item(s) to the budget/FOAPAL. The page refreshes with the required fields for accounting information.

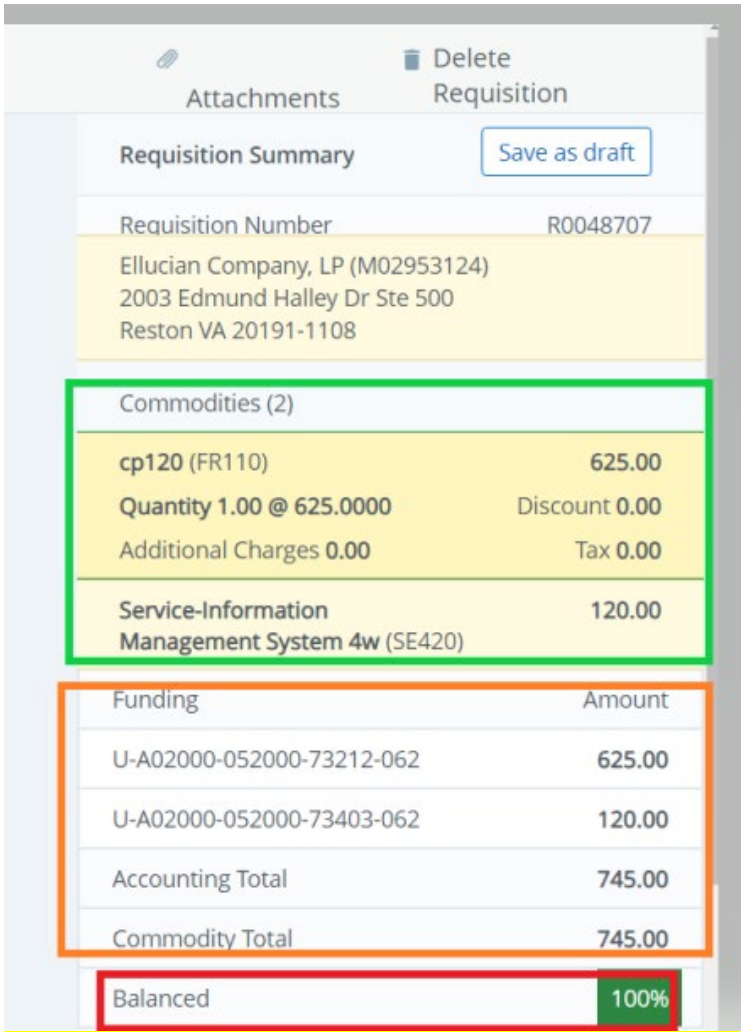


Charge $625 for item/commodity code CP120 over to account code 73212, click **Split Accounting** to continue.
Charge $120 for service item/commodity code SE420 to 73403, click **Save**.

The page refreshes with the item(s) added and its corresponding Funding (FOAPAL). You can click any commodity or funding item in the list to view its details or make change.

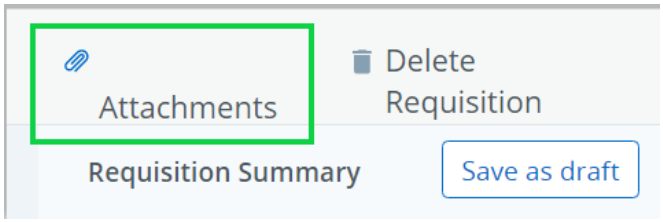



My Finance • My Requisitions • R0047704
R0047704
Attachments
Delete Requisition
1 Requestor Information
2 Vendor Information
3 Add Item & Accounting
Requisition Number (R0047704)
Currency USD
Chart*
U MISSOURI STATE UNI...
Index
Choose Index
Fund*
Choose Fund
Organization*
052004 PROCUREMENT SERVICES
Account*
Choose Account
Program*
Choose Program
Activity
Choose Activity
Location
Choose Location
Project
Choose Project
Distribution Amount*
625.00
Distribution Percent*
83.89261745
Discount Amount
0.00
Additional Amount
0.00
Tax Amount
0.00
Distribution Total
625.00
Remaining
120.00
Split Accounting
Back
Save
Requisition Summary
Save as draft
Requisition Number
R0047704
Commodities (2)
Computer-Hardware-CPU 2w+1w (CP120)
625.00
Quantity 1.00 @ 625.0000
Discount 0.00
Additional Charges 0.00
Tax 0.00
Service-Information Management System 4w (SE420)
120.00
Accounting Total
0.00
Commodity Total
745.00
Balanced
0%
Grand Total - All Commodities
745.00
Grand Total - All Accounting
0.00
View as PDF
Submit Requisition
Type here to search
93°F Sunny
4:17 PM
8/15/2022

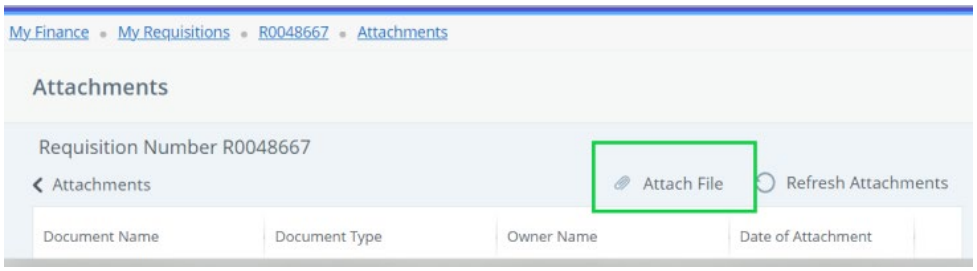

Attachments
Delete Requisition
Requisition Summary
Save as draft
Requisition Number
R0048707
Ellucian Company, LP (M02953124)
2003 Edmund Halley Dr Ste 500
Reston VA 20191-1108
Commodities (2)
cp120 (FR110)
625.00
Quantity 1.00 @ 625.0000
Discount 0.00
Additional Charges 0.00
Tax 0.00
Service-Information Management System 4w (SE420)
120.00
Funding
Amount
U-A02000-052000-73212-062
625.00
U-A02000-052000-73403-062
120.00
Accounting Total
745.00
Commodity Total
745.00
Balanced
100%

7. **Attach Supporting Document for Requisition.**
Click Attachments button on the upper right corner and follow the prompts to upload all supporting documents for your requisition. To have your requisition processed in a timely manner kindly attach backup documentation into to your requisition in SSB9. **For Annual Encumbrances** that are a re-occurring PO, please attach the previous year's PO as the supporting documentation.

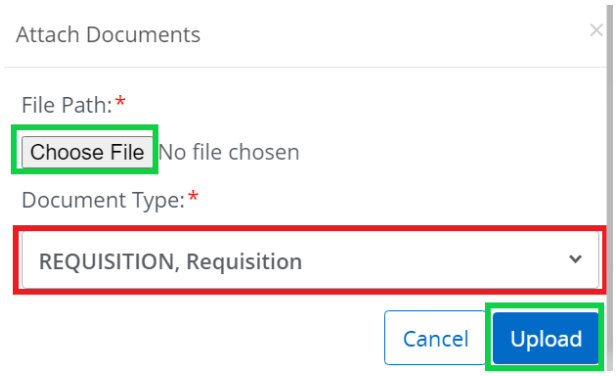
Click **Attachments**



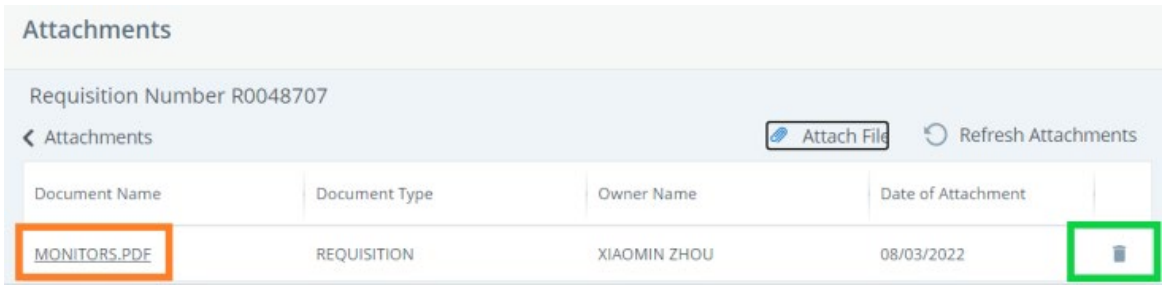
Click **Attach File**



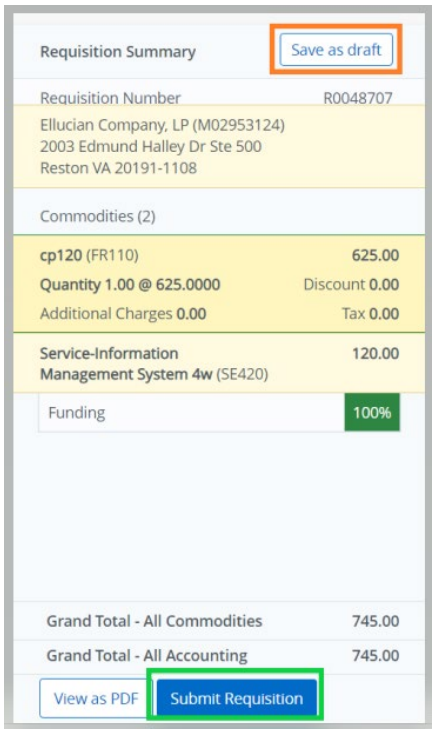
Click **Choose File** button to select your supporting document to upload. **PDF is Required**. Click **Upload**. It will attach the document to your requisition. **Document Type MUST ALWAYS** be **REQUISITON** before you upload. File size must be smaller than 10MB/10000 KB or the document will be rejected and will not upload.



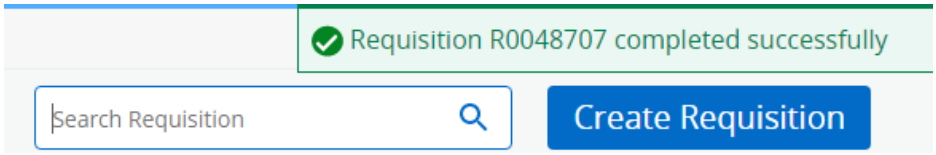
Once uploaded successfully, you will be able to view the attachment or **delete** to start over.



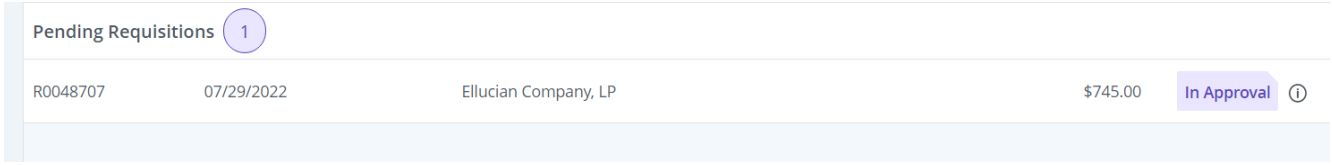
8. **Submit Requisition**
   Click **Submit Requisition** to submit your requisition for approval; or click on **Save as draft** if you want to return to the requisition to make changes before submitting.



You will receive a (green) message if requisition was submitted successfully.



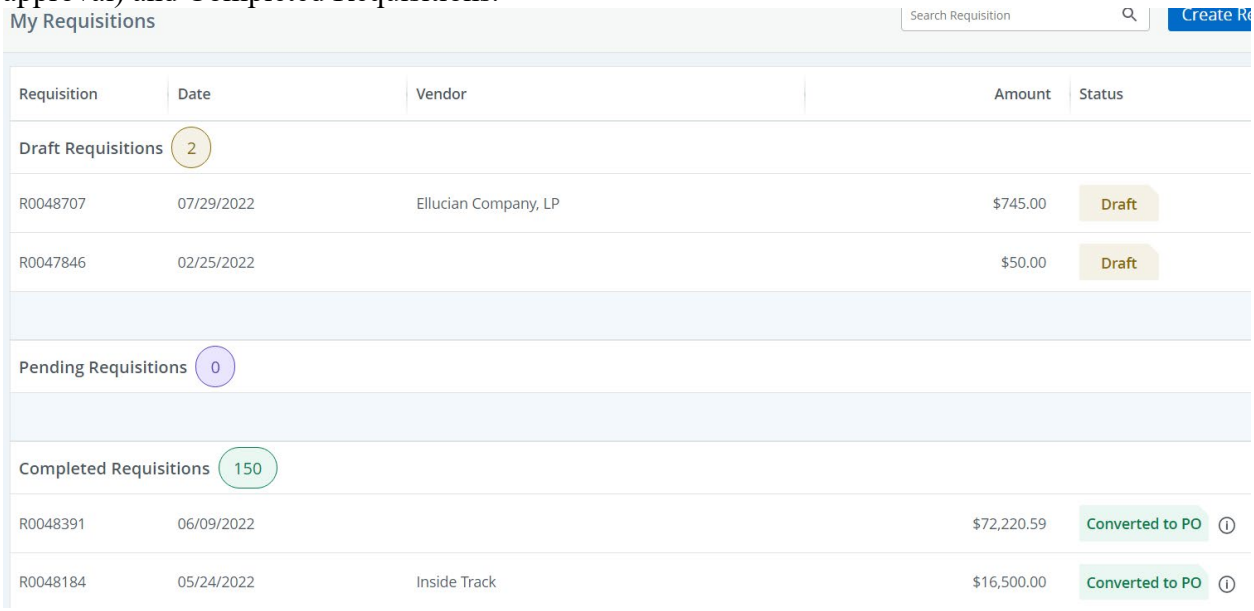
Submitted requisition will be under **Pending Requisitions** waiting for approval.



If you are getting any other error message during the process of creating a requisition, please contact BannerFinance@missourstate.edu for assistance.

Part III - Other Features in My Requisition Dashboard

My Requisition Dashboard has three queues: Draft Requisitions, Pending Requisitions (awaiting approval) and Completed Requisitions.



- Requisition can be saved as Draft if you want to return to the requisition before you submit the requisition for approval. You can edit any requisitions in Draft status.

- You can any **Recall Requisition** in Pending Queue if it has no approval records yet.

    - To make change of a requisition in Pending Queue, you must recall the requisition first. Click on the requisition from Pending queue and Click on recall requisition on the upper right corner to recall. Once requisition recalled, it will go back to Draft Queue where you can edit or make change.

- You can **Delete** any requisition that is in Draft Status. If you have attached documents to your requisition, please delete attachment(s) first before deleting the requisition.

- **Disapproved Requisition, if not needed, must be deleted** or it would encumber funds and affect he balance available for use. Disapproved requisition are under Draft Requisition queue where you must delete to disencumber the funds.

- You can copy a completed requisition and use it as a template for a new requisition. To copy a requisition, pick a requisition from your Completed Requisition queue, click on it to open this requisition, and then click on **Copy Requisition** on the upper right corner to make a copy.